



SPONSORSHIP & EXHIBITION CONTRACT

Contact Info

Company Name: _____

Address (Contract): _____

City State Zip: _____

Contact Name: _____ Title: _____

Work Direct Phone: _____ Cell Phone: _____

Email: _____@_____.

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Contract Specifics

Amount: \$ _____ Exhibition Sponsorship

Exhibition Cost: Early-Bird Registration until March 30 \$1,350 per booth
Regular Registration until June 30 \$1,550 per booth
Late Registration until Conference \$1,750 per booth

Sponsorship Level: Diamond Platinum Gold Silver Bronze
 Starter Chapter

Sponsorship for: _____

Submitted by: _____ Date: _____

Exhibitor Rules Governing the 2026 Texas Payroll Conference

1. No Subletting – The exhibitor may not sublet the exhibit space, or any part thereof, without prior written permission from the Texas Payroll Conference.
2. Eligibility – The Texas Payroll Conference has absolute discretion to determine the eligibility of any company to participate or the inclusion of a product in the partner exposition.
3. Due Date – A duly completed application form and payment received after July 15 must be paid within 15 days. Any registration received after August 1 must be paid in full prior to the start of the conference.
4. Exhibit Staff – All exhibit staff must register for the event. Two registered exhibit staff members are permitted per 10x10 booth. Exhibit staff must be present in the booth during posted exhibitor hours.
5. Exclusion of Liability and Indemnity – All exhibits, including equipment and products, are displayed at the exhibitor’s own risk. An exhibitor wishing to insure its exhibits against loss may do so at its own expense. Any person present at the exhibit space at the request or instruction of the exhibitor is present at his or her own risk. To the fullest extent permitted by law, at

no time and under no circumstances shall the Texas Payroll Conference be held liable to the exhibitor, its agents, employees, patrons, guests, licensees, or any other person whatsoever for any injury or damage to person or property caused by or arising out of any act, omission, or neglect of the Texas Payroll Conference, the exhibitor, its agents, contractors, employees, patrons, guests, licensees, or invitees, or any person entering the Exhibit Hall under the express or implied invitation of the Texas Payroll Conference or the exhibitor, or for any loss or damage to person or property arising out of the use of either the licensed exhibit space or the Exhibit Hall. The exhibitor agrees to indemnify and hold the Texas Payroll Conference, its directors, officers, employees, and agents harmless against any loss, including reasonable counsel fees, arising out of any liability incurred in accordance with the foregoing.

6. Care of Exhibit Space – The exhibitor must, at its expense, maintain and keep in good order the exhibit space allocated to it by the Texas Payroll Conference.

7. Installation and Dismantling – All displays must be in place at least 30 minutes prior to the official opening time of the Texas Payroll Conference Exhibit Hall and removed within 60 minutes after the closing of the Exhibit Hall. Space not occupied or set up by that time may be reallocated at the absolute discretion of the Texas Payroll Conference. Nothing shall be posted on, tacked up, or in any way affixed to the Exhibit Hall’s physical structure without the prior express consent of the Texas Payroll Conference.

8. Booth Personnel – All booth personnel (including demonstrators and receptionists) are required to confine their activities to their allocated booth space. Exhibitors must limit booth personnel to the number permitted under their registration.

9. Advertising and Printed Materials – The Texas Payroll Conference retains complete creative control over the exhibits and reserves the right to decline advertising or promotional materials deemed inappropriate. The exhibitor shall not distribute printed matter, samples, souvenirs, etc., outside the allocated exhibit space without prior express consent from the Texas Payroll Conference.

10. Promotional Items – The Texas Payroll Conference retains the right to decline any exhibitor wishing to provide promotional items without both a sponsorship package and exhibit space. An exhibitor must have exhibit space at the Texas Payroll Conference in order to distribute promotional items.

11. Cancellation – In the event of cancellation by an exhibitor, reassignment of allocated space and any refund of fees paid shall be at the absolute discretion of the Texas Payroll Conference.

12. Violation of Rules – If the exhibitor violates any of the above rules or any other rules or directives issued by the Texas Payroll Conference from time to time, the Texas Payroll Conference may immediately order the exhibitor to remove its exhibits and personnel, or have them removed at the exhibitor’s expense, if applicable, and no portion of any fees paid shall be refunded.

13. Conference Changes or Cancellation – The Texas Payroll Conference reserves the right to change the 2026 Texas Payroll Conference dates or site, or to cancel the event if it cannot be conducted for any reason beyond the Texas Payroll Conference’s reasonable control, upon reasonable notice to exhibitors.

14. Severability – If any rule herein is declared invalid by a tribunal of competent authority, such rule shall be deemed automatically adjusted to conform to the requirements for validity as declared at that time. Acknowledgment – I hereby state that I have read and understand the rules governing the 2026 Texas Payroll Conference as outlined above and agree to abide by all requirements, restrictions, and obligations set forth herein, as well as any rules or directives issued by the Texas Payroll Conference in connection with the event. I hereby state that I have read and understand the rules governing the 2026 Texas Payroll Conference as outlined above and do agree to abide by all requirements, restrictions and obligations set forth as well as any rules directives issued by Texas Payroll Conference in connection with Texas Payroll Conference.

Company Name: _____ Representative Signature _____

Date ____/____/____

Financial Info

Form Received On: _____

Invoice Created On: _____ for Exhibition Sponsorship

Invoice sent to Submitter On: _____

Zeffy Created On: _____ **Payment Received on:** _____

Paid in Full 1st Payment 2nd Payment on _____